

PERSONNEL OFFICE SURVEY REPORT

I. ORGANIZATIONAL COMPONENT:

- A. Office of Communications
- B. Administrative Staff
- C. Personnel Branch
- D. Career Service Board Secretariat

II. BRIEF FUNCTIONAL STATEMENT - Including Reporting Authority, Number of Personnel Currently Assigned to Component and Proposed Personnel Requirements

The Secretariat is under the supervision of the Chairman, Career Service Board, and is responsible for providing direct administrative support for the Career Service Board, including:

- A. Preparation of agenda
- B. Preparation of minutes
- C. Preparation of action papers
- D. Maintenance of suspense files
- E. Maintenance of records of board activities
- F. Computation of norm scores and compilation of norm listings.
- G. Follow-up on all Board actions

[REDACTED], Assistant Chief, Personnel Branch, is currently performing the duties of Executive Secretary as an additional duty. [REDACTED], currently assigned to the Plant Engineering Branch, has been informally detailed to the Office of the Chief, Personnel Branch and is performing the functions of clerk to the CSB. [REDACTED] is currently assigned to the Office of the Assistant Director and is performing the functions of Recording Secretary to the Board. The proposed Table of Organization request submitted by the Office of Communications for the CSB Secretariat provided for three positions.

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III. DETAILED FUNCTIONAL RESPONSIBILITIES CURRENTLY ASSIGNED TO THIS ORGANIZATIONAL COMPONENT.

A. Executive Secretary

1. Is responsible for advising the Chairman on all personnel matters and attends all Board meetings.
2. Is responsible for the preparation of the agenda and minutes as well as the presence and accuracy of all supporting papers for each case. (Supervises the Clerk and the Recording Secretary who actually prepare the material required by the Board.)

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3. Maintains liaison with operating officials within O/C for the purpose of coordinating Board promotion, rotation and transfer actions.
 4. Is responsible for preparing the conference room and scheduling employees for Board interview.
 5. As the representative of the Personnel Branch, is responsible to the Board for implementation of approved CSB actions and for maintaining follow-up action.
- B. Clerk - under the general supervision of the Executive Secretary, the clerk performs the following tasks:
1. Computes norm scores for all employees grade GS-7 and above on the basis of data gained from a search of official records, (Qualification Questionnaire and PHS). Maintains norm scores by posting pertinent changes by GS grade group.
 2. Compiles norm listings of all employees grade GS-7 and above.
 3. By inspection of norm listing, schedules cases for Board review (promotion).
 4. Types CSB norm data sheets.
 5. Prepares in draft the agenda for each Board meeting.
 6. Assembles official personnel folder, O/C personnel folder and other material required for each case presented to the Board.
 7. Maintains file of priority requests for promotion actions.
 8. Maintains Personnel Branch file of all CSB Action Memorandums, Norm Data Forms, CSB Memorandums.
 9. Types indorsements and memorandums, concerned with CSB activities.
- C. Recording Secretary - under the general supervision of the Executive Secretary, the Recording Secretary performs the following tasks:
1. Types Board agenda from draft prepared by clerk.
 2. Hand carries agenda to AFCCO and DADCO; files copy in Board member files.

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3. Prepares 3 x 5 card for each name on agenda showing name, action and date of Board meeting. (This card becomes part of file maintained by recording secretary for her own use. She takes it to all Board meetings and on rare occasions the Board uses it as a ready reference file.)
4. Attends all Board meetings for the purpose of receiving dictation from Board members as each case is reviewed.
5. Prepares a CSB Action Memorandum for each case by transcribing notes taken during the meeting.
6. Hand carries Action Memorandums to each Board member for signature and to the DADCO and ADCO for review and approval.
7. Upon approval of Action Memorandums, notes approval date on all copies, retains copy for Board file, and forwards remaining copies to Personnel Branch for action.
8. Prepares minutes of Board meeting from notes taken during meeting.
9. Maintains suspense file of tabled cases.
10. Maintains a file of agenda and minutes for each Board member.
11. Maintains file of correspondence with CIA CSB.
12. Prepares O/C Board monthly report to CIA CSB. The statistical portion is compiled from minutes of meetings; the narrative portion is dictated by the Chairman, CSB.
13. Prepares correspondence for the Chairman on Career Service matters.

-3-
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